



300.33 Emergency/Disaster

Number Series: 300 Personnel
Approved Date: July 23, 2019
Review Due Date: July 23, 2022

Sheriff's Approval: Digital
Review Frequency: 3 Years

POLICY

- A. The Sheriff may grant paid emergency/disaster leave and allow employees to accrue emergency leave during times when he has declared a state of emergency.
- B. Emergency Pay and Accrual
 - 1. Hourly employees who are required to work during a declared emergency are paid at time and one-half for all hours worked above their normal scheduled hours. Employees who are required to remain on-site during periods of declared emergency will be paid for regularly scheduled sleeping periods.
 - 2. Salaried employees who are required to work outside their normal work hours during a declared emergency may be paid time and one-half for all hours worked above their normal scheduled hours. Employees who are required to remain on-site during periods of declared emergency will be paid for regularly scheduled sleeping periods, with approval from the Sheriff.
- C. Recovery Effort
 - 1. Employees who are required to work during the recovery effort following the Sheriff's declared emergency are paid time and one half for all hours worked during the period, which exceed their normal work schedule.
- D. Non-eligibility for Emergency Leave
 - 1. Employees who are on a pre-approved leave or a regularly scheduled day off during the declared emergency period are not eligible for administrative leave.

PROCEDURE

- A. Declared Emergency/Disaster
 - 1. When an emergency is declared the affected employees will maintain daily time records of work and sleep in the ADG system. Affected employees will maintain a detailed record of daily activities and submit it to their supervisor for approval.
 - 2. An ADG job code will be established for tracking time associated with the emergency.
 - 3. Payroll will maintain a record of all pay during the declared emergency time period in order to recover expended funds from the State or Federal government if applicable.

DEFINITIONS

None

REFERENCES

State/Federal Regulations:

None

CFA:

None

Forms:

None

Other Policy/ Procedure References:

None